00 Month Year

First Name Last Name   
Address

SUBURB SA XXXX

Dear XXX

This is just a friendly reminder that invoice number XXX with payment of XXX was due on XXX. Your payment is now overdue. If you have not already made payment, we would appreciate if you would do so immediately.

If you have any queries, please contact me on (08) 8340 2000 or via [billing@enhancedlifestyles.com.au](mailto:billing@enhancedlifestyles.com.au).

Kind Regards,

**Samantha Gully   
Billing Officer**